



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:** 151-21

**Posting Period:** From 12/9/2021 to 01/09/2022

**Title:** Inventory Control Specialist 2

**Salary:** (A14) \$41,698.65 to \$58,486.62

**Number of Vacancies:** 1

**Workweek:** 40

**Work Location:** 101 Eggerts Crossing Road,  
Lawrenceville, NJ 08648

**Program:** Construction and facilities Management Office

**Scope of Eligibility:** Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and applicants from other State Departments who meet the requirements listed below. Selection will be made from among the best qualified.

**Job Description:** Under the supervision of a supervisory official, assists in the review and analysis of all inventory systems, surveys document flow and control, and on inventory systems and practices; does other related work duties as required.

#### Civil Service Commission Requirements

**Experience:** Three (3) years of experience in implementing an inventory control system, including processing, storing, shipping, and receiving, and documentation.

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

#### HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**